

Capital Area Community Action Agency  
 Revenues and Expenditures Statement - Head Start Programs  
 For the Two Months Ended 11/30/2015

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue				
4000 Government Contracts - FEDERAL	3,281,002	666,842	(2,614,160)	20%
4010 Government Contracts - STATE	600,796	118,005	(482,791)	20%
4020 Government Contracts - LOCAL	60,000	0	(60,000)	0%
4100 Grants - Other Not-for-Profits	<u>20,000</u>	<u>3,333</u>	<u>(16,667)</u>	17%
Total Revenue	<u>3,961,798</u>	<u>788,181</u>	<u>(3,173,617)</u>	20%
Expenditures				
6010 Salaries & Wages	1,874,229	279,564	1,594,665	15%
6110 Fringe	533,779	79,620	454,159	15%
6180 Staff Screenings	1,800	284	1,516	16%
6210 Indirect Costs	412,924	71,837	341,087	17%
6310 Travel - In Area	5,302	0	5,302	0%
6315 Travel - Out of Area	1,443	0	1,443	0%
6410 Office Supplies	12,750	1,643	11,107	13%
6415 Program Supplies	20,423	3,514	16,909	17%
6420 Classroom Supplies	62,585	14,018	48,567	22%
6430 Kitchen Supplies	20,000	3,792	16,208	19%
6440 Medical/Dental Supplies	3,500	717	2,783	20%
6510 Copies/Printing/Copier	15,402	1,699	13,703	11%
6600 Postage and Delivery Expense	2,080	176	1,904	8%
6710 Contractual Services/Professional	69,629	7,135	62,494	10%
6720 Speech Services	23,550	0	23,550	0%
6740 Mental Health Services	10,875	152	10,723	1%
6750 Health/Fitness	79,200	20,103	59,097	25%
6810 Rent/Space Cost	243,002	33,269	209,733	14%
6820 Utilities	76,616	8,726	67,890	11%
6830 General Liability and Property	21,000	7,327	13,673	35%
6840 Communications	37,530	8,149	29,381	22%
6850 Repairs and Maintenance-	139,500	24,819	114,681	18%
6910 Equipment Maintenance	15,500	2,500	13,000	16%
6920 Vehicle Expense	22,500	6,179	16,321	27%
6930 Equipment Lease	11,500	1,622	9,878	14%
6940 Technology	28,000	16,406	11,594	59%
7010 Fees, Licenses, and Permits	4,000	1,535	2,465	38%

Capital Area Community Action Agency  
 Revenues and Expenditures Statement - Head Start Programs

For the Two Months Ended 11/30/2015

7020 Dues/Subscriptions	2,300	4,980	(2,680)	217%
7100 Volunteer	750	0	750	0%
7310 Equipment (\$5,000 or more)	20,387	0	20,387	0%
7320 Expendible Equipment	14,500	6,529	7,971	45%
7410 Registration Fees	4,000	480	3,520	12%
7420 Training/Meetings/Workshops	39,452	3,623	35,829	9%
7430 Staff Development	6,000	522	5,478	9%
7440 Advisory/Board Member Expenses	2,400	444	1,956	19%
7450 Advertising	1,250	1,504	(254)	120%
7460 Parent Activities	1,134	295	839	26%
7510 Raw Food Cost	121,006	61,060	59,946	50%
Total Expenditures	<u>3,961,798</u>	<u>674,222</u>	<u>3,287,576</u>	17%
Excess Revenue over (under)	<u>0</u>	<u>113,959</u>	<u>113,959</u>	

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending October 31, 2015

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		60,430			
Grants - Other Not for Profits		1,833			
In-Kind Revenue		54,659			
VPK		57,575			
	<b>820,251</b>	<b>174,498</b>	<b>21%</b>	<b>645,753</b>	<b>79%</b>



Capital Area Community Action Agency  
 Head Start Credit Card Activity  
 For the Month of November 2015

<u>HANCOCK BANK</u>	<u>FUND</u>	<u>GL</u>	<u>AMOUNT</u>
HANCOCK BANK	1064	7010	35.00
Walmart	1064	6415	26.02
Welch Forklift	1064	6850	200.00
Welch Forklift	1064	6850	306.00
DTS UPS Projects	1064	6180	68.50
Walmart	1064	6850	58.14
Home Depot	1064	6850	3.74
Walmart	1064	6415	85.57
PODS	1064	6850	10.00
PODS	1064	6850	188.00
Professional Movers	1064	6850	1,110.20
Hungry Howies	1064	6850	39.93
Home Depot	1064	6850	243.49
Lowe's	1064	6850	10.80
Lowe's	1064	6415	69.21
Lowe's	1064	6415	(29.27)
Lowe's	1064	6850	(10.80)
Walmart	1064	7460	130.94
Walmart	1064	7460	60.80
Publix	1064	7440	16.35
Walmart	1064	7460	40.44
4 Rivers	1064	7440	170.35
Walmart	1064	6415	27.44
Walmart	1064	7460	8.91
Publix	1064	7420	8.99
Dollartree	1064	7460	18.00
Marcos Pizza	1064	7420	103.43
Gate	1064	6920	41.39
Walmart	1064	7420	107.32
Harbor Freight	1064	6850	6.99
Fast Signs	1064	7450	228.37
Gate	1064	6920	51.00
Weems Medical Ctr	1064	6440	45.00
Red Cross	1064	7420	25.00
Publix	1064	7440	51.27
Gate	1064	6920	44.00
AAA Lock Service	1064	6850	10.00
RPS	1064	7420	2.50

Capital Area Community Action Agency  
Head Start Credit Card Activity  
For the Month of November 2015

American Airlines	1064	7420	25.00
American Airlines	1064	7420	505.70
MIHIR Envronics	1064	6850	<u>450.00</u>
<b>Total Hancock Bank</b>			<b>4,593.72</b>
LOWES	1064	6850	231.34
LOWES	1064	6850	86.96
LOWES	1064	6850	56.21
LOWES	1064	6850	5.88
LOWES	1064	6850	219.94
LOWES	1064	6850	30.43
LOWES	1064	6850	<u>350.34</u>
<b>TOTAL LOWES PURCHASES</b>			<b>981.10</b>

DEC 09 2015

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**Lowe's® Business Card Account**

CAPITAL AREA COMM ACTION  
 Account Number 821 3010 111387 3

Visit us at [www.lowes.com/credit](http://www.lowes.com/credit)  
 Customer Service: 1-800-444-1408

2-1

Summary of Account Activity	
Previous Balance	\$126.56
- Payments	\$126.56
- Other Credits	\$64.08
+ Purchases/Debits	\$1,045.18
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$981.10</b>
Credit Limit	\$10,000.00
Available Credit	\$8,890.00
Statement Closing Date	12/02/2015
Days in Billing Cycle	30

Payment Information	
New Balance	\$981.10
Total Minimum Payment Due	\$41.00
Payment Due Date	12/28/2015

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/06	11/06	01041	STORE 0716 TALLAHASSEE FL	✓ - \$231.34
11/09	11/09	23713	STORE 0417 TALLAHASSEE FL	\$86.96
11/09	11/09		STORE 0417 TALLAHASSEE FL	(\$55.10)
11/09	11/09	24856	STORE 0417 TALLAHASSEE FL	\$111.31
11/18	11/18		STORE 0417 TALLAHASSEE FL	(\$8.98)
11/18	11/18	24561	STORE 0417 TALLAHASSEE FL	\$5.88
11/18	11/18	24560	STORE 0417 TALLAHASSEE FL	\$219.94
11/18	11/18	27830	STORE 0417 TALLAHASSEE FL	\$39.41
11/19	11/19		PAYMENT - THANK YOU	(\$126.56)
12/01	12/01	01631	STORE 0716 TALLAHASSEE FL	✓ \$350.34

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit) This account is not registered. The authentication code is: NAT078, or call toll-free 1-800-444-1408.

**PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.**

**NOTICE:** We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

52187

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

52187  
12/11/2015

Accou

Invoice	Description
112715KJ	ACCT# 7303- KRISTIN JACKSON

Amount  
\$2,091.17

Hancock Bank  
MAHAN  
12/17/15 13:23

Seq: 0058 ID: 103336 CB: 7121

Account Number: xxxxxxxxxxxx7303  
Credit Card Payment \$2,091.17  
Posting Date: 12/17/15  
Thank you for banking with Hancock

\$2,091.1

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Rev 2/14

10130/10130 (5/15) 673950

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-28		0000	ANNUAL FEE	M35.00
11-02	10-30	24445005304400184336458	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M26.02
11-02	10-30	24013395303003155785360	7394	WELCH FORKLIFT COMPANY MIDWAY FL	M200.00
11-02	10-30	24013395303003154818386	7394	WELCH FORKLIFT COMPANY 850-2241199 FL	M306.00
11-04	11-03	24435655307083701353320	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
11-13	11-12	24226385317400008890421	5411	WAL-MART #4520 TALLAHASSEE FL	M58.14
11-16	11-13	24610435318010177529290	5200	THE HOME DEPOT #0254 TALLAHASSEE FL	M3.74
11-20	11-19	24226385324400001759103	5411	WAL-MART #4520 TALLAHASSEE FL	M85.57
11-23	11-20	24013395325002081100888	4225	PODS #102 850-2227637 FL	M10.00
11-23	11-19	24013395324002006030856	4225	PODS #102 850-2227637 FL	M188.00
11-23	11-22	24755425327133272148924	7289	PROFESSIONAL MOVERS 850-3915289 FL	M1,110.20

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*emb Rd*  
*Q Carter*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/27/15	7303	NEW PURCHASES AND OTHER CHARGES 2,091.17
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 0.00
		STATEMENT TOTAL 2,091.17
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

*[Handwritten Signature]*



CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account #

52190  
 52190  
 12/11/2015

Invoice	Description
112715NR	ACCT#XXXX6706- NICHELE RICHARDS

mount  
 \$1,048.06

Hancock Bank  
 MAHAN  
 12/17/15 13:28

Seq: 0072 ID: 103336 CB: 7121

Account Number: xxxxxxxxxxxx6706  
 Credit Card Payment \$1,048.06  
 Posting Date: 12/17/15  
 Thank you for banking with Hancock

\$1,048.06

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
11-02	10-30	24224435305101074482890	5812	HUNGRY HOWIE'S 145 TALLAHASSEE FL	M39.93
11-02	10-30	24610435304010188129276	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M243.49
11-03	11-02	74692165308000383566197	5200	LOWES #00716* TALLAHASSEE FL	M29.27cr
11-03	11-02	24692165306000383565889	5200	LOWES #00716* TALLAHASSEE FL	M10.80
11-03	11-02	24692165306000323074240	5200	LOWES #00716* TALLAHASSEE FL	M69.21
11-05	11-03	24071055308985349879889	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M89.98
11-16	11-13	74692165317000219571913	5200	LOWES #00716* TALLAHASSEE FL	M10.80cr
11-16	11-13	24445005318400168987403	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M130.94
11-18	11-18	74270845322100005293712	0000	BRANCH PAYMENT - THANK YOU	M718.24cr
11-18	11-17	24445005322400148975464	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M60.80
11-19	11-17	24164075322868005730002	5331	DOLRTREE 1135 00011353 TALLAHASSEE FL	M9.00
11-20	11-19	24445005324000580046648	5411	PUBLIX #782 TALLAHASSEE FL	M16.35
11-20	11-19	24445005324400180584366	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M40.44
11-20	11-19	24224435324103010308954	5812	4R SMOKEHOUSE OF T TALLAHASSEE FL	M170.35
11-23	11-20	24445005325400183172776	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M27.44
11-24	11-23	24445005328400185668323	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M8.91
11-25	11-24	24445005329000666179375	5411	PUBLIX #1051 TALLAHASSEE FL	M8.99
11-25	11-23	24164075328868071810005	5331	DOLRTREE 1135 00011353 TALLAHASSEE FL	M18.00
11-27	11-24	24071055328985340027816	5812	MARCOS PIZZA - 8078 TALLAHASSEE FL	M103.43

1/8  
 hired workers

STATEMENT DATE 11/27/15	ACCOUNT NUMBER 3706	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812		NEW PURCHASES AND
		OTHER CHARGES 1,048.06
		NEW CASH ADVANCES 0.00
		CREDITS 758.31
		STATEMENT TOTAL 289.75
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00

*[Handwritten signature]*

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account #:

52186  
 12/11/2015

Invoice	Description
112715FO	ACCT#XXXX5696- FATIMA OLEABHEILE

ount  
 \$849.40

Hancock Bank  
 MAHAN  
 12/17/15 13:30

Seq: 0076 ID: 103336 CB: 7121

Account Number: xxxxxxxxxxxx5696  
 Credit Card Payment \$849.40  
 Posting Date: 12/17/15

Thank you for banking with Hancock

\$849.4

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10150/10130 (5/15) 673850

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-27	24445005301000538123926	5411	PUBLIX #1051 TALLAHASSEE FL	M10.78 ✓
10-28	10-27	24138295301206299101121	5814	MOES SOUTHWEST GRILL TALLAHASSEE FL	M160.00 ✓
11-04	11-03	24445005308000555803445	5411	PUBLIX #782 TALLAHASSEE FL	M21.87 ✓
11-11	11-10	24445005315000545220735	5411	PUBLIX #1051 TALLAHASSEE FL	M24.49 ✓
11-11	11-10	24224435315103009535691	5812	4R SMOKEHOUSE OF T TALLAHASSEE FL	M152.87 ✓
11-16	11-12	24692165317000042205726	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.39 ✓
11-18	11-18	74270845322100005293795	0000	BRANCH PAYMENT - THANK YOU	M386.88 cr
11-18	11-17	24455015321141002239558	5411	WAL-MART #3307 CRAWFORDVILLE FL	M14.79 ✓
11-18	11-17	24445005322000558374214	5411	PUBLIX #1051 TALLAHASSEE FL	M47.96 ✓
11-20	11-17	24164075323868003500000	5331	DOLRTREE 3904 00039040 CRAWFORDVL FL	M20.00 ✓
11-25	11-24	24455015328141003306672	5411	WAL-MART #4520 TALLAHASSEE FL	M107.32 ✓
11-25	11-24	24455015328141003306664	5411	WAL-MART #4520 TALLAHASSEE FL	M198.51 ✓
11-27	11-24	24445745328100507632334	5943	OFFICE DEPOT #447 TALLAHASSEE FL	M49.42 ✓

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\$34.79

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/27/15	696	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 849.40
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 386.88
		STATEMENT TOTAL 462.52
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

*[Handwritten signature]*

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account #:

Bank

02100  
 52185  
 12/11/2015

Invoice	Description
112715DJ	ACCT#XXXX6623- DARREL JAMES

Amount  
 \$461.63

Hancock Bank  
 MAHAN  
 12/17/15 13:25

Seq: 0064 ID: 103336 CB: 7121  
 Account Number: xxxxxxxxxxxx6623  
 Credit Card Payment \$461.63  
 Posting Date: 12/17/15  
 Thank you for banking with Hancock

\$461.63

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10130/10130 (5/15) 673950

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-29	10-27	24231685301751017618029	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	M6.89
10-30	10-29	24493985302200531400049	5085	FASTSIGNS TALLAHASSEE TALLAHASSEE FL	M228.37
11-06	11-04	24692165309000919777179	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.00
11-09	11-05	24053305310900014406263	8062	WEEMS MEDICAL CENTER WEST 850-6538853 FL	M45.00
11-16	11-13	24692165317000017499163	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M25.00
11-17	11-16	24445005321000560725800	5411	PUBLIX #1051 TALLAHASSEE FL	M51.27
11-18	11-18	74270845322100005293779	0000	BRANCH PAYMENT - THANK YOU	M957.82cr
11-23	11-20	24692165325000284915966	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.00
11-27	11-24	24765175329980000537797	5399	AAA LOCK SERVICE INC TALLAHASSEE FL	M10.00

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/27/15	-6623	NEW PURCHASES AND OTHER CHARGES 461.63
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812		NEW CASH ADVANCES 0.00
		CREDITS 957.82
		<b>STATEMENT TOTAL 496.19</b>
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 3,000.00

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*[Handwritten Signature]*

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

52188

52188  
12/11/2015

Invoice	Description
112715LL	ACCT# 6067- LAURIE LEINER

Hancock Bank  
MAHAN  
12/17/15 13:29

Amount  
\$983.20

Seq: 0074 ID: 103336 CB: 7121

Account Number: xxxxxxxxxxxx6067

Credit Card Payment \$983.20

Posting Date: 12/17/15

Thank you for banking with Hancock

\$983.20

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Rev 2/14

10130/10130 (5/15) 673950

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
11-11	11-09	24755425314153148639176	7523	RPS TALLAHASSEE KLEMAN PL TALLAHASSEE FL	M2.50 ✓
11-18	11-18	74270845322100005293753	0000	BRANCH PAYMENT - THANK YOU	M535.31cr
11-18	11-16	24717055321873214077406	3001	AMERICAN AI 0010620170742 DALLAS TX LEINER/LAURIE DEPARTURE: 11-16-15 XAA AA X XAA X X X	M25.00 ✓
11-18	11-16	24717055321873214219594	3001	AMERICAN AI 0012359348647 DALLAS TX SCHMIDT/KATHRYN DEPARTURE: 12-07-15 TLH OH N CLT OH N SDF OH G CLT OH G TLH	M505.70 ✓
11-25	11-24	24607945329200086800011	8999	MIHIR ENVRONICS INC 850-422-1255 FL	M450.00 ✓

*- CATEG-800  
- Royal  
Maintenance  
&  
Repair  
start up  
Renovation  
fund.*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/27/15	6067	NEW PURCHASES AND OTHER CHARGES 983.20
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 535.31
Toll Free 1-800-448-8812		STATEMENT TOTAL 447.89
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,500.00

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